

COUNTY OF ORANGE

GEOMATICS/LAND INFORMATION SYSTEMS DIVISION

Lot Line Adjustment Manual

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***PUBLIC FACILITIES & RESOURCES
DEPARTMENT***

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County of Orange
Subdivision Manual
Subarticle 16.1

“A Lot Line Adjustment is a procedure that may be used under certain specified circumstances as a method for making minor revisions to property lines between two or more existing building sites. The Lot Line Adjustment is not a procedure for subdividing property.”

The following pages contain the policies and procedures, along with copies of the forms needed when submitting a Lot Line Adjustment for approval and recordation.

THE APPLICATION

An application for a Lot Line Adjustment (LLA) can be obtained at the Planning and Development Services Department (PDSD) Subdivision & Grading Services Public Counter.

Application Package includes:

- A. Submittal Checklist for Lot Line Adjustments
- B. PDSD/Subdivision & Grading Services Filing Instructions pamphlet (6 pages)
- C. Preliminary Change of Ownership Form
- D. The Lot Line Adjustment form (6 pages)*

Items C & D need to be filled out and returned to the PDSD/s & G/Public Services Counter with appropriate fee (indicated on the checklist).

*The signature of approval from the Manager of PDSD/S & S, can be obtained through the Geomatics/Land Information System's Division when the Lot Line Adjustment is ready for approval & recordation.

SUBMITTAL CHECKLIST
FOR LOT LINE ADJUSTMENT

Date Completed

- | | | | |
|-------|---------|-------------------------------------|---|
| _____ | 1. Fee: | (Map Processing)
(Environmental) | \$150.00
<u>34.00</u> |
| | | Total | \$184.00 |
| | | (Map Checking/County Surveyor) | \$288.00 +
72.00 per parcel |
| | | (Recording) | \$ 8.00 – first page
2.00-additonal page |
- _____ 2. Application for Lot Line Adjustment (completed, signed and notarized by record owners), Exhibit A (legal description) Exhibit B (map, including legend), and Site Plan (showing existing structures and easements).
- _____ 3. Applicant shall provide evidence that establishes the subject property as legal parcels.
- _____ 4. Letter addressed to the Manager, PDSD/Subdivision & Grading Services Division including:
- A. Reason for requesting a Lot Line Adjustment.
 - B. Existing zoning on the property.
 - C. Required building site area per zoning.
 - D. Proposed building site area on each parcel.
- _____ 5. Submit to Orange County Geomatics/Land Information Systems Office:
- A. Ownership Guarantee from Title Company.
 - B. Completed Grant Deeds or Quitclaim Deeds
 - C. Completed preliminary Change of Ownership Report (forms attached)
 - D. Modified Trust Deeds and/or Reconveyance Deeds, if applicable

Forward recorded originals to:

County of Orange
PFRD/Geomatics/L.I.S. Division
300 North Flower Street
Santa Ana, California 92703

_____above reserved for County Recorder’s use_____

LOT LINE ADJUSTMENT

L L _____ - _____

Record Owners:

PARCEL 1

PARCEL 2

Name: _____

Address: _____

Daytime _____

Phone: _____

PARCEL 3

PARCEL 4

Name: _____

Address: _____

Daytime _____

Phone: _____

(I/We are) certify that: (I am/We are) the record owner(s) of all parcels proposed for adjustment by this application: 2) (I/We) have knowledge of and consent to the filing of this application: and 3) The information submitted in connection with this application is true and correct.

Signature(s) of owners(s) or agent
(print or type)

Signature(s) of owners(s) or agent
(print or type)

Signature(s) of owner(s) or agent
(print or type)

Signature(s) of owner(s) or agent
(print or type)

LOT LINE ADJUSTMENT

LL -

The real property described herein and the division thereof into _____ parcels as of the date of recordation of this document, has been determined to be in compliance with applicable provisions of the Subdivision Map Act of the State of California (Section 66410 et.seq. of the California Government Code) and the Subdivision Code of Orange County, enacted pursuant thereto.

The parcels described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted thereto. Development of the parcel(s) may require issuance of a permit or other grant or grants of approval.

County of Orange
Planning and Development Services Department
Thomas B. Mathews, Director

By: _____
Patrick J. Stanton, Manager
Subdivision and Grading Services

LOT LINE ADJUSTMENTS

L L _____ - _____

Contact Person: _____

Address: _____

Daytime Phone: _____

This document consisting of _____ pages was prepared
by me or under my direction.

_____ R.C.E./L.S. _____

My registration expires _____

Examined and approved as to survey content
John Canas, County Surveyor

by: Robert Jelinek, PLS 6803
Deputy County Surveyor
My License expires 9/30/00

Dated this _____ day of _____ 19 .

Date Filed	Zoning	
------------	--------	--

EXHIBIT “A”
LOT LINE ADJUSTMENT

LL _____ - _____

Legal Description

Owners	Existing Parcels AP Numbers	Proposed Parcels Reference Number

Sheet of sheet (s)

EXHIBIT “B”

LOT LINE ADJUSTMENT

LL _____ - _____

Map

Owners	Existing Parcels AP Numbers	Proposed Parcels Reference Number

Sheet of sheet (s)

EXHIBIT “C”

LOT LINE ADJUSTMENT

LL _____ - _____

Site Plan

Owners	Existing Parcels AP Numbers	Proposed Parcels Reference Number

Sheet of Sheet(s)

***ORANGE COUNTY OFFICE OF
GEOMATICS/LAND INFORMATION
SYSTEMS DIVISION***

Procedures for filing Lot Line Adjustments

This section describes the policies and procedures the Orange County Office of Geomatics/Land Information Systems Division (Geomatics/L.I.S.) follows when reviewing and approving a Lot Line Adjustments (LLA's) for recordation.

Included:

- A. Copy of OC G./L.I.S Policies & Procedures Manual regarding LLA'S
- B. G./L.I.S./ Boundary Unit LLA Checklist Summary
- C. LLA Checklist detail (4 pages)

Geomatics/Land Information Systems Division

Policy & Procedures

LOT LINE ADJUSTMENTS

- A. Upon determination by the Tentative Map Section Representative (TMSR), that a proposed revision to property lines qualifies as a Lot Line Adjustment (LLA) and all PDSD/Subdivision & Grading Services Division (PDSD/S & G) criteria and items for acceptance have been received and approved by the Subdivision Committee, if required, the original LLA application is forwarded to the G./L.I.S. for further processing and final action.
- B. Original Lot Line Adjustment and package is submitted to the Orange County Geomatics/Land Information Systems (G./L.I.S.) Public Assistance Counter.
 1. Package to include:
 - a. Original LLA
 - b. Lot Book Guarantee/report (whatever clearly shows beneficial interests)
 - c. \$288.00 deposit plus \$72.00 per parcel map checking fee
 - d. Deeds conveying Parcels in conformance with LLA
 - e. Applicable Modified Trust deeds and/or Reconveyance necessary to effect the intent of the LLA
 - f. Traverse calculation sheets with error of closures
 2. P.S.A. logs in deposit in "Cost and Time Register" and gives original package to map checking supervisor or designated checker.
 3. Map checking supervisor or his/her designee:
 - a. Prepares a file folder
 - b. Logs into "LLA Book" and computer database work order file
 - c. Create a cost sheet in data base
 - d. Places file folder in "to be checked" drawer
 4. Checker retrieves file folder, makes xerox copy of original LLA and begins check.

Research:

- a. Obtain applicable record data (tracts, parcel maps, records of survey, LLA's, etc.) if not in submittal package.

Title Page

- b. First page of LLA must have: Owner's names; original signatures with notarization of same (additional sheet may be necessary for notaries); contact person; his/her address and daytime phone of Surveyor/Engineer preparing LLA; (pursuant to Section 8761 of the Land Surveyor's Act, a Surveyor's/Engineer's license/registration number must appear on the first page of the document).
- b1. Page 2 consists of the approval statement from the Manager of PDSD/S & G. The signature may be obtained through the G./L.I.S. Office when the LLA is ready for County Surveyor approval & recordation.

Exhibit "A" (Legal Description)

- c. Checked for completeness, i.e., descriptions, if possible should be written as "together with" and "excepting" so that no opportunity for overlapping descriptions is created.
- d. LS or RCE's signature, seal and expiration date must also be shown on at least one sheet if more than one.

Exhibit "B" (Map)

- e. This must be record data map, the information being taken from the underlying deed or recorded map.
- f. Check calculation traverse/closure sheets (run calculation traverse if not submitted) for square feet of areas/parcels.
- g. Check normal mapping requirements (North arrow, scale, dashed record references, street width, parcel numbers for reach proposed parcel, etc.).
- h. Check map against legal description.
- i. All easements that affect the adjusted lot lines must be shown.
 - 1. Note referring to recorded easements within adjusted parcels that does not affect the adjusted lot lines, i.e. *Note: There are easements of record delineated and referenced on the underlying maps or there may be other recorded easements within the area being adjusted that are NOT shown on this document that could encumber said parcels herein.*
- j. Suggested legend symbols:
 - previous boundary line to be revised
 - _____existing boundary line to remain
 - _____new boundary line per this adjustment

- k. LS or RCE's signature, seal and expiration date must also be shown on at least one sheet if more than one.

Site Plan

- l. Will not be recorded and only need a superficial examination.

Deeds

- m. Check certainty of legal description. Parcels must correspond exactly as created by LLA.
 - n. Signatures must be comparable to LLA and the title report and/or guarantee.
 - o. The suggested blank format to be used for the description of the accompanying Grant/Quitclaim deed for Lot Line Adjustments if in single ownership:
**PARCEL(S)_____AS SHOWN ON EXHIBIT "B"
ATTACHED TO THAT CERTAIN ORANGE COUNTY LOT LINE
ADJUSTMENT NO LL____-_____ RECORDED CONCURRENTLY
HEREWITH.**
 - p. If the parcels are in separate ownership, a proper description must be written to fully describe the area being conveyed. The following statement should then be added:
**THE ABOVE DESCRIBED PARCEL OF LAND IS ALSO SHOWN AS
A PORTION OF PARCEL_____AS SHOWN ON EXHIBIT "B"
ATTACHED TO THAT CERTAIN ORANGE COUNTY LOT LINE
ADJUSTMENT NO. LL____-_____ RECORDED CONCURRENTLY
HEREWITH.**
5. Check Completed
- a. Red line corrections on xerox copy; type check letter itemizing general requirements still needed and submit file to the map checking supervisor or the Senior Land Surveyor for review.
6. File returned to Checker
- a. Dependent on the number of corrections and/or typing necessary, the Surveyor/Engineer is contacted by letter and corrections made by him/her.
7. After LLA Forms Accepted by Checker:
- a. The LLA must be signed by the Manager of PDSD/S&G if not done previously.
 - b. File submitted to County Surveyor for review and signature.
 - c. Determine Recording Fees, i.e., Lot Line Adjustment and Deeds.
 - d. Review Fee/Cost for sufficient map checking funds.

- e. Call contact person (from title page of LLA) for recording fees and, if necessary, additional map checking fees.

8. Recording

- a. Lot Line Adjustment and Grant Deeds/Quitclaim Deeds to be recorded concurrently by County G./L.I.S. staff, or by bonded Title Company.
- b. Deeds must contain statement that it is being recorded “concurrently with LLA__-__”.

8. Log Out

- a. File placed in the approved LLA cabinet for one year.
- b. Project logged out in “LLA Book” and in computer.
- c. LLA fee/cost sheet is produced from data base report/cost sheet file and if funds are sufficient, signed by map checking supervisor.
- d. Card sent to Surveyor/Engineer stating the LLA check is completed, and recorded (include document number), if any monuments are set, a record of survey will be required.

NOTE: Refer to Subarticle 16 of the “Orange County Subdivision Manual” and Subdivision Code and to Section 66412 of the “Subdivision Map Act.”

Card to Proponent

Gentlemen:

RE: LLA for lot/parcel _____
Tract/PM _____

The Orange County office of Geomatics/Land Information Systems Division has recently recorded above referenced Lot Line Adjustment in the Office of the County Recorder on (date) _____ as Instrument No. _____.

When monuments are set on the new boundary lines, a Record of Survey must be filed with the Orange County Surveyor pursuant to Section 8762 of the Land Surveyor's Act.

John Canas
County Surveyor

Geometric/Land Information Systems Division
OFFICE SECTION/MAP CHECKING
Boundary Unit

LOT LINE ADJUSTMENT NO. _____ - _____ CHECKLIST

Date_____

Checkers Initials_____

Reviewer's Initials_____

Date Submitted for Signature_____

Date Submitted for Recording_____

Recorded O.R. No. _____

REVIEWED ITEMS: IF YES – “v” IF NO – ‘X’ IF N/A – CROSS OUT

S U M M A R Y

- ☐ 1. Original Lot Line Adjustment Application
 - ☐ A. Title Page
 - ☐ B. Exhibit 'A'
 - ☐ C. Exhibit "B"
 - ☐ D. Site Plan
- ☐ 2. Grant or Quitclaim Deeds
- ☐ 3. Modified Trust Deeds and/or Partial Reconveyances
- ☐ 4. Preliminary Change of Ownership Report
- ☐ 5. Title Report-Lot Book Guarantee
- ☐ 6. Required Letters

Comments: _____

[illegible]

LOT LINE ADJUSTMENT CHECK LIST

Review Items: If Yes – “v” If No – “X” If N/A – Cross Out

Completed originals submitted from regulations (No xerox copies):

1. Original Lot Line Adjustment

Title Page

- a. wet signatures of owners, and surveyor with his/her seal

- b. names and addresses of all owners

- c. zoning info and date signifying approval of S & G

- d. Contact persons address, daytime phone of preparer

- e. acknowledgements of all owners and surveyor (separate page may be needed)

PAGE 2

- a. approval statement signed by Manager, PDSD/S & G

EXHIBIT A (Description)

- a. owner's name AP number Parcel Number

- b. preamble

- c. body

- d. exceptions or together with

- e. page reference

- f. Attached to and made a part of is a map designated as Exhibit “B”

- g. wet signature and seal of his/her license or registration # on at least the first sheet of EXHIBIT ‘A’ with the following statement: THIS (THESE) DESCRIPTION(S) HAS (HAVE) BEEN PREPARED BY ME OR UNDER MY DIRECTION.

John Q. Surveyor/Engineer, LS/RCE #
My license/Registration expires:

Exhibit B (Map)

a. owner's name, AP number, Parcel Number

b. record data map from what source

c. check calculations for closure, square feet and/or acreage of each parcel shown within

d. check normal mapping requirements sufficiently clear and concise

North arrow

Scale

Dashed record reference

Bearings and distances with arrowheads for all parcels

Data tables

Full and half street widths

Parcel numbers

At least one cross street intersection for location

Page references

e. check map against description

f. all easements that effect the adjusted lot lines must be shown

g. note referring to record easements within adjusted parcels that does not effect the adjusted lot lines, i.e.:

NOTE: There are easements of record delineated and referenced on the underlying maps or there may be other recorded easements within the area being adjusted, that are NOT shown on this document that could encumber said parcels herein.

h. suggested legend symbols:

_____ previous boundary line to be revised

_____ existing boundary line to remain

_____ new boundary line per this adjustment

- i. wet signature and seal of his/her license or registration # on at least the first sheet of EXHIBIT 'B' with the following statement: THIS (THESE) DESCRIPTION(S) HAS (HAVE) BEEN PREPARED BY ME OR UNDER MY DIRECTION.

John Q. Surveyor/Engineer LS/RCE #
My License/Registration expires:

Site Plan (may not be recorded)

- a. superficial examination
-

2. Grant or Quitclaim Deeds

- a. check for certainty of legal description, parcels must correspond exactly as created by LLA
 - b. signatures must be compatible to LLA, the LS or RCE's seal and expiration date must also be shown and all signatures notarized
 - c. the suggested blank format to be used for the description of the accompanying deed for Lot Line Adjustments:
PARCEL(S) _____ AS SHOWN ON ORANGE COUNTY LOT LINE
ADJUSTMENT NO. ____ - ____ RECORDED CONCURRENTLY WITH SAID
DEED.
 - d. all areas completed, i.e., "WHEN RECORDED MAIL To:", "MAIL TAX STATEMENTS TO:". "DOCUMENTARY TRANSFER TAX \$ _____ and signature of Declarant or Agent...etc."
-

3. Modified Trust Deeds and/or Partial Reconveyance

- a. check for certainty of legal description, parcels must correspond exactly as created by LLA
 - b. signatures must be compatible to LLA, the LS or RCE's seal and expiration date must also be shown and all signatures notarized
 - c. the suggested blank format to be used for the description of the accompanying deed for Lot Line Adjustments:
PARCEL(S) _____ AS SHOWN ON ORANGE COUNTY LOT LINE
ADJUSTMENT NO. ____ - ____ RECORDED CONCURRENTLY WITH SAID
DEED.
-

- d. all areas completed, i.e., “WHEN RECORDED MAIL TO:”, “MAIL TAX STATEMENTS TO:”, “DOCUMENTARY TRANSFER TAX \$_____ and signature of Declarant or Agent...etc.”

4. Preliminary Change of Ownership Report (for each parcel of LLA)

- a. cursory review
- b. wet signatures of all owners

5. Title Report

- a. must be current within 6 weeks of submittal date
- b. clearly shows owners, possessory and beneficial interests
- c. easements that impact the parcels
- d. descriptions of ownership parcels

6. Letters (Copies sufficient if provided to S & G)

- a. to: Orange County Subdivision & Grading Division

reason requesting a lot line adjustment

existing zoning on the property

required building site area per zoning

- b. from: all parties with a beneficiary interest

mortgage/lien holders

irrevocable offer(s) of fee/easement(s)

trust deed

option

lease, etc., in each property having knowledge and consent to the Lot Line adjustment

Additional comments:

